

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS

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ADDRESS REPLY TO:
Div. of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142-0603



January 14, 2010

Kurt O. Wilson, Chair
Executive Director
Corrections Standards Authority
600 Bercut Drive
Sacramento, CA 95811

Dear Mr. Wilson

Please find enclosed a copy of your approved Apprenticeship Standards. This is one of the first items that needed to be resolved to bring your program in compliance with the Statutes and Regulations of the State of California.

Listed below are some items that need urgent attention.

The Selection procedures or request for exemption must be completed, please work with Eric Elberg to get this completed and approved.

A committee meeting should be scheduled as soon as possible to start work on the Operating Procedures for this committee and sub-committees. To make sure that the committee is operating in accordance with the Statutes and Regulations governing apprenticeship issues, including:

- Setting up a fair and impartial appeal process for apprentice issue disputes.
- That there is adequate on-the-job supervision and training for the apprentices.
- That there is a mechanism for the rotation of apprentices to make sure they are able to complete the required on-the-job work processes

I do have a few concerns in the existing policy of the granting of credit for past participation in your program particularly in regards to the amount of credit that is granted for participation in your program. It appears that you are not granting credit where work processes appear to be almost identical. I may not fully understand the policy, if I am reading this incorrectly please provide me with a better explanation. If an apprentice is not given credit for the work process and the related instruction that the apprentice has already completed it indicates that the program itself does not believe that the training that is being provided is of value. It suggests that this is not an effective training program.

Your assigned apprenticeship consultant Eric Elberg can assist in helping your committee to continue to make these necessary changes. Please make sure that you notify him of any committee meetings

Yours truly,

A handwritten signature in black ink, appearing to read 'Glen K. Forman', written over a horizontal line.

Glen K. Forman
Acting Chief

REVISION OF APPROVED STANDARDS

DAS File No.: 19000	
District No.: 04	
<input type="checkbox"/>	JAC Standards
<input checked="" type="checkbox"/>	Unilateral
<input type="checkbox"/>	VA

1. Name of Committee California Dept. of Corrections & Rehabilitation/California Dept. of Mental Health Apprenticeship Comm.						
2. Area Covered by Standards All California Counties						
3. Committee Address - Street Address, City & Zip Code 10000 Goethe Road, Sacramento, CA 95827				Telephone No. 916 255-5771		
4. Occupation Correctional Officer Correctional Counselor I Parole Agent I, Adult Parole (See #15 below for other occupations)				DOT Number 372 667.018 045 107.03J 195 167.030		
5. ACTION	<input type="checkbox"/>	Revision of Journeyman Wages	<input type="checkbox"/>	Revision of Area	<input type="checkbox"/>	Revision of Other Compensation
	<input type="checkbox"/>	Revision of Apprentice or Trainee Rates	<input type="checkbox"/>	Revision of Ratio	<input type="checkbox"/>	Revision of Selection Procedures
	<input type="checkbox"/>	Revision of Work Processes	Effective Date of This Action: 01/19/2010			
	<input checked="" type="checkbox"/>	Other Revision or Addition: Full Revision of Standards and Name Change				
6. Related Instruction 144 Hours Per Year		7. School See attached				
8. Present Journeyman Wage \$ Per		9. Effective Date of Journeyman Wage				
10. Apprentice or Trainee Wage Scale (indicate amount of time [hours, weeks or months] and percent of journeyman wage or dollar amount.)						
1st Per		5th Per		9th Per		
2nd Per		6th Per		10th Per		
3rd Per		7th Per		11th Per		
4th Per		8th Per		12th Per		
11. Overtime Provisions Any hours worked in excess of forty (40) hours per week shall be compensated at time and one half.						
12. Straight Time Hours Per Day: 8 Per Week: 40			14. Work Processes Approx. Hours			
13. Other Compensation			See Attachment E for details			
	Eff. Date	Hr/Mo.		Eff. Date	Hr/Mo.	
A. Health & Welfare	\$		\$			
B. Pension	\$		\$			
C. Vacation	\$		\$			
D. Apprentice Funds	\$		\$			
E. Other (Specify)	\$		\$			
Total	\$		\$			
Medical Technical Assistant			079 367.010			
Fire Captain, Correctional Institution			373 364.010			
Caseworker Specialist			045 107.01A			
Youth Correctional Counselor			045 107.010			
Youth Correctional Officer			195 164.010			
Parole Agent I (Field and Institution)			195 167.03A			
			#8, #10, #13 - See Attachments A-1 through A-9			
			Correctional Officer 3600			
			Correctional Counselor I 3600			
			Parole Agent I, Adult Parole 3600			
			Medical Technical Assistant 3600			
			Fire Captain, Correctional Institution 3600			
			Caseworker Specialist 3600			
			Youth Correctional Counselor 3600			
			Youth Correctional Officer 3600			
			Parole Agent I (Field and Institution) 3600			

CERTIFIED AS CORRECT:

Signature - Apprenticeship Consultant	Date	Signature - Committee Sec. Or Chair (Cross out one)	Date
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These Revisions are hereby made a part of and supersede provisions of standards previously approved.

Approved - Chief, Division of Apprenticeship Standards	Date Approved 1-14-2010
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The Apprenticeship Committee covers all State adult and juvenile correctional facilities and parole regions in the state of California. The Apprenticeship Committee will consist of seven members, five members of which shall be selected by and represent the CDCR, one member of which shall be selected by and represent the DMH, and one member which will be the CSA Executive Director. In addition thereto, the committee shall retain such other advisors, as the committee shall determine. Such advisors and an apprenticeship consultant representing the Division of Apprenticeship Standards (DAS) shall act without a vote.

The Apprenticeship Committee may establish subcommittees and/or appoint advisory members in the various correctional facilities and parole regions throughout the State, where desired, to assist it in operating this apprenticeship program. The Apprenticeship Committee may determine the geographical area to be served by each subcommittee and/or advisory member. Each subcommittee and advisory member shall, in all cases, report to and be accountable to the Apprenticeship Committee. The purpose of the subcommittees and/or advisory member shall be to oversee the apprenticeship program at that facility or parole region and report any problems to the Apprenticeship Committee. The Apprenticeship Committee shall select the advisory member and the member(s) of each subcommittee.

The Apprenticeship Committee through its subcommittees and/or advisory members shall monitor the progress of each apprentice. The Apprenticeship Committee and its subcommittees and/or advisory members shall supervise the operation of all related and supplemental training, on-the-job training, and appeal proceedings. Any apprentice dissatisfied with the actions of a subcommittee or advisory member may appeal in accord with the Operating Procedures. The Apprenticeship Committee will consider and make all the final decisions on the subcommittee and advisory member recommendations.

ARTICLE IV: Jurisdiction

These Standards shall apply to the employer organizations signatory hereto, and to all apprentice agreements hereunder.

ARTICLE V: Functions

The functions of the Apprenticeship Committee shall be to:

1. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice.
2. Make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction.

3. Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice completes training.
4. Serve in an advisory capacity with facilities and/or parole regions and employees in matters pertaining to these Standards.
5. Aid in the adjustment of apprenticeship disputes.

ARTICLE VI: Responsibilities

The responsibilities of the Apprenticeship Committee shall be to:

1. Supervise the administration and enforcement of these Standards.
2. Adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these Standards.
3. Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and State law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice.
4. Conduct orientations, workshops or other educational sessions for facilities and/or parole regions to explain these Standards and the operation of the apprenticeship program.
5. File a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement.
6. Establish and maintain a record system for on-the-job training and related instruction.
7. Provide an appeal process for disputes regarding the Apprenticeship Program, including provisions for fair hearings.
8. Adopt changes to these Standards, as necessary, subject to the approval of the parties hereto and the Chief of the DAS.
9. Prepare and submit an annual Self-Assessment Review, and Program Improvement Plan.
10. Provide recommendations for maintaining a safe work site and equipment sufficient to train the apprentices.

ARTICLE VII: Definition of an Apprentice

An apprentice is a person at least 21 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade and who has entered into a written apprentice agreement under the provisions of these Standards.

ARTICLE VIII: Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with these Standards, the Operating Procedures, rules, regulations and decisions of the Apprenticeship Committee

ARTICLE IX: Apprentice Agreement

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the Apprenticeship Committee and by the apprentice and must be approved by a representative of the DAS.
2. Each apprentice shall be furnished a copy of these Standards before indenture. These Standards shall be considered a part of the apprentice agreement as though expressly written therein.

ARTICLE X: Termination and Transfer of Agreements

1. During the probationary period, an apprentice agreement shall be terminated by the Apprenticeship Committee at the request in writing of either party. After such probationary period, the Department of Industrial Relations, Administrator of Apprentice (the Administrator) may terminate an apprentice agreement, by mutual agreement of all the parties thereto, or may cancel an apprentice agreement for good and sufficient reason.
2. The Apprenticeship Committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents and such other employer agrees to assume the obligation of said apprentice agreement.

ARTICLE XI: Related and Supplemental Instruction

1. Apprentices shall satisfactorily complete a minimum of 144 hours per year of prescribed courses of related and supplemental instruction with a passing grade.

[See Attachment B1 - B3 -- Course Outlines for all Occupations and Academy Addresses]

ARTICLE XII: Lay-off

1. If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
2. There shall be no liability on the part of the employer or the Apprenticeship Committee for an injury sustained by an apprentice engaged in school work at a time when the apprentice is unemployed.

ARTICLE XIII: Controversies

All controversies or differences concerning apprentice shall be processed in accordance with the appeals process set forth in the Operating Procedures.

ARTICLE XIV: Term of Apprenticeship

Occupations

Correctional Officer
Correctional Counselor I
Parole Agent I, Adult Parole
Medical Technical Assistant
Fire Captain, Correctional Institution
Caseworker Specialist
Youth Correctional Counselor
Youth Correctional Officer
Parole Agent I, (Field and Institution)

DOT Code Nos.

372 667.018 (See Attachment A-1)
045 107.03J (See Attachment A-2)
195 167.030 (See Attachment A-3)
079 367.010 (See Attachment A-4)
373 364.010 (See Attachment A-5)
045 107.01A (See Attachment A-6)
045 107.010 (See Attachment A-7)
195 164.010 (See Attachment A-8)
195 167.03A (See Attachment A-9)

ARTICLE XV: Ratio

Occupations

Correctional Officer
Correctional Counselor I
Parole Agent I, Adult Parole
Medical Technical Assistant
Fire Captain, Correctional Institution
Caseworker Specialist
Youth Correctional Counselor
Youth Correctional Officer
Parole Agent I, (Field and Institution)

DOT Code Nos.

372 667.018 (See Attachment A-1)
045 107.03J (See Attachment A-2)
195 167.030 (See Attachment A-3)
079 367.010 (See Attachment A-4)
373 364.010 (See Attachment A-5)
045 107.01A (See Attachment A-6)
045 107.010 (See Attachment A-7)
195 164.010 (See Attachment A-8)
195 167.03A (See Attachment A-9)

ARTICLE XVI: Wage Schedule

<u>Occupations</u>	<u>DOT Code Nos.</u>
Correctional Officer	372 667.018 (See Attachment A-1)
Correctional Counselor I	045 107.03J (See Attachment A-2)
Parole Agent I, Adult Parole	195 167.030 (See Attachment A-3)
Medical Technical Assistant	079 367.010 (See Attachment A-4)
Fire Captain, Correctional Institution	373 364.010 (See Attachment A-5)
Caseworker Specialist	045 107.01A (See Attachment A-6)
Youth Correctional Counselor	045 107.010 (See Attachment A-7)
Youth Correctional Officer	195 164.010 (See Attachment A-8)
Parole Agent I, (Field and Institution)	195 167.03A (See Attachment A-9)

ARTICLE XVII: Work Training

1. The employer shall see that all apprentices are under the guidance of a journeyman or supervisor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the occupation as outlined herein.
2. Each apprentice shall be trained in the use of new equipment, materials and process as they come into use in the occupation.
3. Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.
4. Each apprentice shall receive training in the recognition and prevention of illegal discrimination and sexual harassment.
5. The major work process in which apprentices will be trained as a Correctional Officer (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

<u>Occupations</u>	<u>DOT Code Nos.</u>
Correctional Officer	372 667.018 (See Attachment C)
Correctional Counselor I	045 107.03J (See Attachment C)
Parole Agent I, Adult Parole	195 167.030 (See Attachment C)
Medical Technical Assistant	079 367.010 (See Attachment C)
Fire Captain, Correctional Institution	373 364.010 (See Attachment C)
Caseworker Specialist	045 107.01A (See Attachment C)
Youth Correctional Counselor	045 107.010 (See Attachment C)
Youth Correctional Officer	195 164.010 (See Attachment C)
Parole Agent I, (Field and Institution)	195 167.03A (See Attachment C)

ARTICLE XVIII: Certificate of Completion

1. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the Apprenticeship Committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.
2. In recognition of unusual ability and progress, the Apprenticeship Committee may decrease the term of apprenticeship for an individual in accordance with the Operating Procedures.
3. An apprentice may be credited time for previous experience if that experience is of an approved nature, and shall have completed not less than six months as an apprentice.

ARTICLE XX: California Plan for Equal Opportunity in Apprenticeship

[See Attachment D – DAS-168 Exemption Request].

The foregoing Standards are hereby agreed to and adopted on _____
Date

Employer Organizations

California Department of Corrections and Rehabilitation
1515 S Street, Room 502S
Sacramento, CA 95811


MATTHEW L. CATE, Secretary
California Department of Corrections
and Rehabilitation

10/13/09
Date


California Department of Mental Health
1600 9th Street, Room 151
Sacramento, CA 95814


STEPHEN W. MAYBERG, Director
California Department of Mental Health

10-27-09
Date

The foregoing apprenticeship Standards, being in conformity with the rules and regulations of the California Apprenticeship Council, are hereby approved

JAN 14, 2010


GLEN FORMAN, Chief
Division of Apprenticeship Standards

1-14-2010
Date

Apprenticeship Committee

California Department of Corrections and Rehabilitation/Department of Mental Health
Apprenticeship Committee
10000 Goethe Road, Sacramento, CA 95827
(916) 255-5771

List of Committee Members Names and Addresses

See Attachment E.

Advisors

California Division of Apprenticeship Standards (DAS)
Eric A. Elberg
2424 Arden Way, Suite 160
Sacramento CA 95825-2488

DAS Consultant Name and Address

California State Division of Apprenticeship Standards (DAS)
Eric A. Elberg
2424 Arden Way, Suite 160
Sacramento CA 95825-2488